

National Justice Museum Education at the Royal Courts of Justice.**Risk Assessment Record for:** Courtroom Workshop in any court room at the RCJ**Updated By:** Gemma Black**Position:** Learning Manager**Date:** July 2026**Date for review:** July 2027

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Mock Trial	Injury arising from manual handling activity when setting up.	Trained staff members to carry out this operation.	1	4	4	Carry out periodic staff training
2	Movement around the building and within courts.	Slips, trips, and falls	○ All groups should remain under strict supervision at all times ○ Health and safety briefing given before activities commence. (HMCTS) ○ Designated access routes (HMCTS) ○ Adequate lighting (HMCTS) ○ Passages and doorways kept clear. (HMCTS) ○ Flooring in good condition, with regular inspection (HMCTS) ○ Group warned about trip hazards (Organiser) ○ All trip hazards highlighted with yellow and black tape (HMCTS)	2	2	4	HMCTS advise wearing of sensible footwear at all times There is an accessible route map available on request which avoids the use of stairs throughout the building. There are parts of the building which are over 130 years old and visitors should be mindful that lighting and floor levels can be inconsistent

3	Electrical equipment on site.	Shock /electrocution	○ PAT tests regularly undertaken (HMCTS) ○ Organiser to remind students not to touch electrical equipment or sockets	1	4	4	No further Action Required
4	Outbreak of fire	Injury arising from contact with fire or smoke.	○ Alternative exits available (HMCTS) ○ Groups should always be accompanied by members of staff who should be aware of the RCJ fire warning system ○ Fire drills regularly take place (HMCTS) ○ Instruction for in the event of a fire given to all groups at the beginning of the day (HMCTS to supply instructions -deliver instruction before/at events) ○ Site regularly inspected by HMCTS ○ Fire extinguishers throughout the site which should only be used by trained personnel.	2	2	4	No further Action Required Floor and fire wardens throughout site Meeting point outside St Clement Danes Church until given all clear
5	Capacity	General discomfort	○ Group numbers limited to a maximum of 35 per session	1	2	2	No further action required

			○ Lift service available throughout the complex				
6	Welfare	Injury or illness arising from inadequate welfare facilities	○ Appropriate number of toilets, washing, and rest facilities situated close by (HMCTS) ○ HMCTS inform of all toilet locations ○ Trained first aid availability via Security Control X.6260 (HMCTS) ○ HMCTS to ensure are aware of HMCTS procedures for contacting first aiders	1	3	3	No further action required
7		Injury arising from attack	○ Pre- booked activities ○ Restricted access for non-visitors. ○ Access to RCJ complex controlled by HMCTS security staff	2	3	6	No further action required.

5X5 MATRIX METHOD:

Rating : 1 - 4 **ACCEPTABLE** - No further action required, but ensure control measures are maintained.

5 - 9 **ADEQUATE** - Look for suitable improvements at the next review.

10 - 16 **TOLERABLE** - Look to improve within a specified timescale.

17 - 25 **UNACCEPTABLE** - Stop activity and make immediate improvements.